



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

OFFICE OF ADMINISTRATIVE SERVICES

**Human Resources**

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**M E M O R A N D U M**

**TO:** DFA Hiring Officials  
DFA Personnel Contacts

**FROM:** Jenette S. Manno  
DFA Human Resource Manager

**SUBJECT:** Revised Disclosure Forms and Procedures

**DATE:** March 9, 2006

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Please see attached correspondence and revised Rule implementing Governor's Executive Order 98-04 from Ricky Quattlebaum, Internal Audit Administrator.

As stated the Rule has been revised to incorporate the changes in Act 2262 of 2005. Consequently, DFA Human Resource procedures have been revised.

We will be using the new form F-3/F-4 beginning next pay period, **3/26/06**.

- The new form incorporates the expanded definition of **relative to include an individual's spouse, children of that individual or his or her spouse, and brothers, sisters or parents of the individual or his or her spouse, plus the stepmother, stepfather, stepbrother, stepsister, half-brother, half-sister, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew or niece.**
- The revised Rule prohibits the hiring of any of these relatives by public officials.
- The revised Rule prohibits a state employee from supervising any of these relatives.
- The new Rule imposes civil and criminal penalties for violation.

The processing of the F-3/F-4 form has also changed and these instructions are shown on the form.

- Applicants who indicate that they are a current Constitutional Officer or Arkansas General Assembly member (**question 2**), or that the position was created or the maximum salary increased more than 15% within 24 months of the applicant or the spouse leaving office (**question 4b**), or who is applying for a position in the direct line of supervision of a relative or for a position supervising a relative (**question 7a**) **CANNOT be hired** at all.

- The only forms that will be submitted to the Chief Fiscal Officer and the Joint Budget Committee or the Legislative Council are those for applicants who indicate that they are the spouse of a current Constitutional Officer or Arkansas General Assembly member (**question 3a**).
- The forms of applicants who indicate that they are a relative (other than a spouse) of a Constitutional Officer or an Arkansas General Assembly member or a relative of a state employee, state board or commission member (**question 6**) and those who also indicate that the relative works within the state agency in which you are applying (**question 7**) will be reviewed by the DFA Human Resource Manager.
- The F-3/F-4 form must be completed by the Hiring Official and included in the hire packet for ALL applicants offered employment.